

ARKANSAS INSURANCE DEPARTMENT
1200 WEST 3RD STREET
LITTLE ROCK, ARKANSAS 72201
PHONE NUMBER : 501-371-2750
FAX NUMBER: 501-683-2604

**INSTRUCTIONS FOR AGENCY TERMINATION OF PRODUCER
FORM AID-LI-AGYTERM(8-04)**

1. The form may be reproduced, and can be computer generated but it must be generated in the same format.
2. The information must be legible or the form will be returned—unprocessed.
3. All agency information must be completed
4. All information for the producer must be completed
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned—unprocessed.
7. The agency check for the fee amount must be payable to the Arkansas Insurance Department.
8. Once the termination has been processed the agency will receive a certification from the Department showing this individual has been terminated from the agency license. This certification must be presented to all insurance companies for which the producer has been writing business for the agency---so the insurance company can terminate the producer's appointment.

If you have any questions regarding terminating producers from **resident agencies** then please contact Lisa Hunt at 501-371-2750.

If you have any questions regarding terminating producers from **non-resident agencies** then please contact Willie Hemphill at 501-371-2750.

You can verify the individuals who are on your agency license by going to the website at www.arkansas.gov/insurance select the License Division and then select Agency Search.